



Job Title: Fundraising Associate Development Officer

Department: Advancement

Reports To: VP of Advancement

Range: \$44,690-\$67,830 -- Depending on Experience

Application Link: <https://recruiting.paylocity.com/recruiting/jobs/Apply/472135/ALL-GODS-CHILDREN-INTERNATIONAL/Development-Officer>

FLSA Status: Exempt

Prepared Date: March 2020

SUMMARY

AGCI is headquartered in Vancouver, Washington and comprised of 30 team members. We are seeking a Fundraising Associate Development Officer who will support initiatives surrounding sustainable funding, donor engagement and donor event support. The Associate Development Officer also partners with other members of the Advancement team in the execution of all aspects of the fundraising process. As a member of the Advancement team, the Associate Development officer will be responsible for the growth and stewardship of AGCI supporters in a manner that advances the mission of AGCI.

Position requires the successful completion of an extensive criminal background check.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supports the execution of all sustainable funding streams within the annual advancement plan;
- Participates in a weekly prospect engagement meeting where the team makes commitments and takes on weekly assignments;
- Ensures prospect and planning data is accurately captured within AGCI's donor management system (Smartsheet and DonorPerfect);
- Works with Advancement team to prepare strategies and approaches for assigned prospects with the potential to give gifts of \$1000 to \$10,000;
- Plans, coordinates, manages and executes special events to meet sustainable funding goals;
- Collaborates with other staff on the development of marketing collateral, brochures and support materials for events;
- Prepares reports on events, activities and programs as requested by the Advancement team;
- Assists in implementation and fulfillment of gift recognition and correspondence;
- Works with Advancement team to prepare strategies and approaches for all assigned prospects with the potential to give gifts of less than \$1000;
- Displays excellent time management and organizational skills to prioritize workload;
- Act as representative of AGCI at events, speaking with public to educate them on the work and opportunities to support our orphan care ministry;
- Accountability to pre-determined daily, weekly, monthly, quarterly and annual goals;

- Displays excellent communication skills including in-person customer service, documentation, detail-orientation, and sensitivity with confidential documents and information, displays exceptional ability to communicate effectively and remain calm and courteous under pressure;
- Develops budget for special events and ensures events are delivered on schedule and on budget;
- Ensures an exceptional experience through unwavering high levels of customer service with both internal and external audiences by being honest, warm, responsive, and thorough at all times;
- Completes various administrative tasks as assigned;
- Maintains punctual, regular and predictable attendance;
- Works collaboratively in a team environment with a spirit of cooperation and remains open to all levels of work and support for the organization;
- Travels domestically or internationally as requested;
- All candidates who are selected for a job with All God's Children International will be required to sign and abide by the Statement of Faith.
- Other duties, as assigned.

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Bachelor's degree in business, nonprofit management or a related area from a four-year college or university.
- Three to five years related experience in fundraising, development, sponsorship administration, client relationship management, event coordination and/or knowledge and use of a CRM database.

LANGUAGE SKILLS

- Ability to read, analyze, and interpret general business correspondence, sensitive medical or financial documents, contracts, reports and inquiries;
- Ability to write error-free business correspondence, reports and presentation materials;
- Ability to effectively present information to and respond to questions from prospective families, public groups, conference attendees, donors/sponsors and during retreats, seminars and webinars;

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar and other graphing visuals.

COMPUTER SKILLS

Job requires advanced computer skills including strong understanding on how to navigate and organize data in systems applications. Proficiency in the use of technology and productivity software such as word processing, spreadsheet, report writing, project management, presentation creation/editing, database, use of internet and communication by e-mail.

REASONING ABILITY

- Ability to work with and protect extremely confidential files and information and have the appropriate discernment regarding handling issues of varying complexity and sensitivity.
- Ability to define problems, collect data, establish facts and draw valid conclusions and can deal with a variety of abstract and concrete variables.
- Ability to think strategically about donor engagement strategies and recommend effective engagement strategies based on data.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid driver's license and ability to supply appropriate documentation/identification to travel authorities when traveling domestically and internationally.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use stairways to climb to multiple floors within office building, use hands and fingers to keyboard or dial, reach with hands and arms, and talk or hear. The employee must infrequently lift and/or move up to 75 pounds, as it relates to accessing/storage of off-site files. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus, especially with frequent computer use.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.